



## **CORR-INMATE LOCATOR**

### **Characteristics of Work**

This is responsible work that includes the receiving of information from various sources, preparing records, publishing Inmate Movements Sheets, and production and control of various documents and forms. Incumbent obtains and logs the daily count of the number of inmates, black/white ratios, and female/male ratios of all state inmates at the various Department of Corrections facilities and county jails; logs any deaths among inmate population; logs escapees and returnees; and logs the exact movements of all inmates. Supervision is received from an administrative superior.

### **Examples of Work**

**Examples of work performed in this classification include, but are not limited to, the following:**

Compiles and documents inmate data upon initial entry and exit of the offender into the Penitentiary population.

Directs the operation of an in-house filing system to ensure statistical data is updated and accurate.

Monitors internal movement and location of all assigned inmates for tracking purposes.

Publishes a daily inmate movement sheet to inform officials of inmate location.

Prepares a file of all inmate identification cards to include the inmates' movements.

Performs related or similar duties as required or assigned.

### **Essential Functions**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Oversees the movement, location, and identification information of inmates.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Accommodation:** Ability to adjust focus.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls; stand; walk; stoop, kneel, crouch, or bend; and reach with hands and arms. The incumbent is frequently required to sit; and climb or balance.

**Experience/Educational Requirements:**

**Education:**

Graduation from a standard four-year high school or equivalent (GED).

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.